

10/3/74; 74-352+74-353 tmended

DEPARTMENT OF ARCHIVES & HISTORY

RECORDS MANAGEMENT DIVISION

Application for OF RECORDS DISPOSITION STANDARD **GEORGIA**

13 / 2 Agency Application No.

Atlanta, Georgia

INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History. Attention: Records Management Officer.

OR RECORDS MANAGEMENT DIVISION USE Date Completed Date Received JUN 1 3 1973

4. Person to Contact

George Carter, Sr. Working Title Office Engineer

Tel. No. 656-6325

7. ACTION REQUESTED TO AMEND APPLICATION NO. 202

ESTABLISH DISPOSITION STANDARD; **RECORD WILL CONTINUE TO ACCUMULATE.**

3 AGENCY, Division, Subdivision & Administering Office Address

General Support Services - General Files

Department of Transportation Division of Administration

STATE

DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

9. Exact Series Title

1918 - To Date

Highway Project File

10. What is the function of the office in which this record series is created

The Division of Administration provides staff support to the Department in the areas of general accounting, audits and fiscal procedures, personnel and training, contracts procurements and administration, equipment control, purchasing, inventory and warehouse control, general files, records management, Department budget and air travel service.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Document relating to the construction of roads and bridges financed by Federal-Aid and/or State-Aid funds.

See attached list for documents included in the series.

The file is arranged numerically by project number.

ATTACH SAMPLES OF THE FILE

2. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records		No. of	Drawers	Cu. Ft. of	Records
Letter-size File Drawers	1634	2451	Annual rate of accumulation	50	o"	75	· 5
Legal-tire File Drawers	: :9	18	Floor Space Occupied (Square Feet)	143		Storage A	
				This Year's	Last Year's	Preceding Year's	All Prior
			AVERAGE DAILY REFERENCES	25	25	20	10

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain	YES	NO
13. Is this the Record Copy of the series?	* [x]	
14. Is there a duplication of this series in another office or agency?	[x]	· []
15. Is the information contained in this series ever summarized or published? Attach copy of summary or published	ication. []	l x]
16. Does the series contain classified information requiring security handling?	[]	lx]
17. Does the series initiate, amend or terminate agency policies and procedures?		[X]
18. Could the function be performed if the files were lost or destroyed?	`	[]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?		[x]
20. Does the record series provide data as input to an EDP file?	[x]	[]
21. Does the record series contain documentation produced as EDP printout?	[x]	[]
22. Has the Federal Government issued instructions governing retention/disposition of these files?	[X]	
23. Will there be a need for these records 10, 15 years from now? If yes, what?	[x]	[]
24. REQUIREMENTS. The following requires the files to be kept 20 years:	n Tallate all	
(Cite Law, Statute, or other reason for the retention requirement) Georgia Code Annotated Section 3-703 - action upon sealed contracts shall be within 20 years after the right of action shall have accrued.	4	
25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of Other: Federal Punded Projects - final Federal payment of project to State final State payment to contractors		
State Funded Projects - final State payment to contractors.	4	
Disposition: Place file in inactive project file; cut off inactive project file at the end of the calendar year; transfer project file to Records Center; hold 20 years; then destroy.	•	
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1918 - To Date

STATE OF

ORIGINAL Application for

RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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Atlanta, Georgia	Services - General Files	5. Working Tille Office Engineer	6. Tel. No. 656-6325		
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13. Is this the Record Copy of the series? [X] 14. Is there a duplication of this series in another office or agogy? [X] 15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. 16. Dors the series contain classified information requiring security handling? 17. Does the series initiale, amend or terminate agency policies and procedures? 18. Could the function be performed if the files were tost or destroyed? 19. Is the series for major portion of it) regularly microfilmed? If yes, why? 20. Does the record series provide data as input to an EDP file? 21. Does the record series contain documentation produced as EDP printout? 22. Has the Federal Covernment issued instructions governing retention/disposition of these files? 23. Will there be a need for these records 10, 15 years from now? If yes, what? 24. REQUIREMENTS. The following requires the files to be hept. 25. ACEQUIREMENTS. The following requires the files to be hept. 26. [] STATE b. [X] STATUTE OF c. [] ANDTI d. [] FEDERAL e. [] ADMINISTRATIVE f. [] HISTORICAL VALUE 27. Clik Lew, Statute, or other reason for the retention requirement; 28. Georgia Code Annotated Section 3-703 - section upon sealed contractes shall be brought within 20 years after "he right of action shall have accrued. 28. ACENCY RECOMMENDATIONS This agency recommends that the file series be cut off at the end of each 29. Other: Federal Funded Projects - final Federal payment of project to State and final State paymen: to contractors. 29. State Funded Projects - final State payment to contractors. 29. Disposition: Place file in inactive project file; cut off inactive project file to Records Genter; hold 20 years; than destroy. 29. Altach Samples of the Series 29. Recommendations 20. [] Approved [] Disapproved 20. June of the series of the Series Record Management of the Ser	GUESTIONNAIRE TIME			17:5
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